

## New Degree Program Proposal Format

The Council on Postsecondary Education delegated program approval authority to the KCTCS Board of Regents and to the university governing boards with some exceptions. The exceptions, which require review and approval by the council, include:

- first-professional programs,
- engineering programs at the comprehensive institutions and engineering programs at the doctoral level at the University of Kentucky and the University of Louisville,
- teacher and school personnel preparation programs\*,
- health-related programs above the baccalaureate level, and
- other programs falling outside each institution's negotiated program band.

The new program proposal format corresponds to the new program approval process and avoids duplication of responsibilities among institutional governing boards, accrediting agencies, and the council while providing for state level review of appropriate issues. However, the council staff retains the right to explore the proposed program more fully when necessary. Council staff also meets regularly with university and KCTCS representatives to review institutional program approval procedures.

New programs are to be developed within the context of institutional missions and plans, statewide education goals, and the council's *2020 Vision* and *Action Agenda*.

For proposed programs that are subject to review and approval by the council, provide a narrative response supported by documentation and charts as appropriate to the items requested (up to 20 pages). Electronically submit all responses and documentation to the Council on Postsecondary Education, [cpe@mail.state.ky.us](mailto:cpe@mail.state.ky.us).

The proposal format is generally organized around the five questions guiding postsecondary education in Kentucky and addresses duplication, state needs, and quality.

### Introductory Information

- A. Submit a 1-2-page abstract narrative of the program proposal summarizing how this program will prepare Kentuckians for life and work, plans for collaboration with other institutions, and participation in the Kentucky Virtual University.
- B. Provide a comprehensive program description (program title, CIP code, degree, curriculum, options, etc.).
- C. Explain resources (finances, facilities, faculty, etc.) needed and available for program implementation and support.

\* In addition to the CPE's degree program approval process, the Education Professional Standards Board (EPSB) must approve all teacher and school personnel certification programs.

## **D. THE FIVE QUESTIONS**

### ***1. Are more Kentuckians ready for postsecondary education?***

- What preparation (e.g., math, science, foreign language, specific skills and knowledge) is required for entrance into the program?
- Detail arrangements with lower-level schools (e.g., feeder high schools, community and technical colleges, and universities) to ensure adequate preparation of entering students.

### ***2. Are more students enrolling?***

- Document the need and demand for the program. How many students will be drawn from other majors? How many new students will be attracted to the program?
- Detail plans for student recruitment (include specific plans to attract non-traditional students, including minorities, and to address gender related issues).
- Provide a statement of your institution's EEO status and plans.

### ***3. Are more students advancing through the system?***

- What is the anticipated time-to-graduation for full-time and part-time students entering this program?
- Describe your plans for collaborating with other institutions to offer this program. Why is it necessary that your institution offer the program? Include a list of other Kentucky institutions offering similar or related programs at this and other levels. Describe arrangements for transfer and articulation into and from this program. Provide information about completed, signed articulation agreements.
- What plans are in place for delivering this program through the Kentucky Virtual University and other distance learning technologies?

### ***4. Are we preparing Kentuckians for life and work?***

- How does the program prepare Kentuckians for life and work?
- What are the accreditation expectations for this program?
- Are there licensure requirements for graduates of this program?
- What are the projected degree completions?

### ***5. Are Kentucky's communities and economy benefiting?***

- Describe external advisory groups involved in the development of this program (e.g., disciplinary groups, community, government, business, labor interests).
- What are the employment expectations for graduates? Document the contributions of the program to current workforce needs in the state.
- What other benefits to the Kentucky's community and its economy will the program provide?